

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – September 21, 2009

Approved

Called to order the Monthly Meeting at 4:07pm.

In Attendance: Trustee Chair Patricia Cornell, Trustees Jack Shea, Monique Brown, Steve Solomon, and Jeff Hickok. Also, present Library Director Denise van Zanten, Head of Technology Lichen Rancourt, Yvonne Loomis, Arlene Letourneau, Reference Librarians, and Tom Acker, VISTA volunteer.

Excused: Trustees Karen Sheehan-Lord, Joanne Barrett, and Alderman Sullivan

A patron attended to give a complaint to the Library Director.

Minutes: Motion was made by Trustee Brown to approve the July 27, 2009 minutes, seconded by Trustee Hickok, all in favor.

Motion was made by Trustee Brown to approve the June 15, 2009 minutes, seconded by Trustee Hickok, all in favor.

Motion was made by Trustee Brown to ratify and confirm phone poll of the Trustees conducted on August 4, 2009 accepting the Director's request to post vacant Page positions, seconded by Trustee Hickok, all in favor.

Director van Zanten introduced Tom Acker the VISTA volunteer who will be here for another 10 months. Tom has his Masters in Information Technology and a Bachelors Degree in Education. His goal in the upcoming months is to train the staff so they are confident to give classes and answer patron technology question. He would like the staff to take on-line classes.

Task Forces: Yvonne Loomis presented the results of the Technology Task force (other members are John Cullivan, Eileen Reddy and Amy Hanmer) The field of technology is changing and there are two needs:

1. Helping patrons
2. Helping staff

Brochure has been done to assist with downloading audio books and the task force is working on the Polaris "FindIt" and Useful brochures.

Arlene Letourneau of the Reorganizing Information Desks Task Force (other members are Mary Orzechowski, Dawn Bliss and Cynthia O'Neil) presented a new layout. Would like the Reference Desk moved from the Rotunda to the periodical room and Wi-Fi tables out of the microfilm area. Move all computers into the center of the room. This can be done with minimal costs. The rotunda desk could be used as a welcome desk with informational computers with maps and information about the library. The Trustees would like to see this done by the end of the year.

Director van Zanten is very proud of both task forces, and Yvonne and Arlene did a fantastic job with their presentations.

Director's Report:

Network: Lichen Rancourt briefed the Trustees on the meeting that was held on Friday, September 18th with Director van Zanten and InfoSystems Staff (Jennie Angell, Director and Jean Fortier and Bob Josephson). Discussed were Useful issues and the public network. InfoSystems has a proposal to separate the public network from the city network. Trustees asked for an implementation schedule and Lichen will follow up with Jennie Angell.

Personnel: new page Christa Throenle, student at West High School will start at the West Branch. Shannon Wharton has been offered the 18 hour page position here at the Main Branch.

By-Laws: annual review for next month.

Test Book Policy: The policy was discussed and a motion was made by Trustee Hickok to eliminate the \$20 deposit on test books, seconded by Trustee Solomon, all in favor. Also, Trustee Hickok asked if we could pull a report in a few months to see if we are losing more test book materials after the deposit is dropped. This change will take time to implement.

COOP Policy: H1N1 – discussed plan with Trustees. Plan will be sent out to Tim Soucy and the Mayor. Hand sanitizing units have been ordered for both buildings and the custodians will continue to wipe down the public areas. Staff members have been asked to clean their own workspaces and public service desks. Health Department will be attending staff meeting on Friday, September 25th to review precautions.

Staff Development Day: Paperwork was emailed to Trustees for their review.

Finances: Small surplus in salary line due to vacant positions – this helps address the \$4,500 shortfall we started the fiscal year with.

Furnace: Gas leak – Fire Department came to check this out. National Grid shut off the gas and burner will have to be repaired. We have an oil burner and the tank is full if the

repairs cannot be done quickly on the gas furnace. So the main library will have a heating source.

Branch: No building problems.

Thefts – Rash of DVD thefts – breaking cases – Library Security keeping eyes open for person(s) involved.

Monarchs have joined in with a reading initiative program. A child must read 5 books before October 9th and they will receive one ticket to the home opener.

Foundation Report – Working on October 29th invitation list to Archer Mayer event. Foundation will sponsor a private meet and greet with Archer Mayer to begin at 6:30pm with light refreshments. They are also working on the database for the Holiday Appeal. Learn to Read – Golf Tournament is September 26th. They are also working on PR for the Foundation. Foundation asked for a Wish List from the Library so they will have a goal to set. Still no author to date for the Spring Fundraiser.

Foundation will be working on ethics policy for donors and records. There are informal policies in place now.

Old Business – None

Executive Session began at 5:05pm to discuss personnel matters. This was according to RSA 91-A: 3. Resumed regular meeting at 5:14pm.

New Business – Jeff Hickok has been re-instated for his 2nd term on the Board of Trustees.

October 19th meeting will be moved to Wednesday, October 21st at 4pm at the West Branch.

Motion to adjourn by Trustee Shea, seconded by Monique Brown, all in favor.

Adjourned: 5:20pm